

**Authorization to Release
Criminal Record Check Information
to the Vermont Department of Education**

The AUTHORIZATION TO RELEASE CRIMINAL RECORD CHECK INFORMATION form may be used in place of the Request for Criminal Record Check form and fingerprinting in the educator licensing process **if you meet the conditions below.**

Criminal Record Check information cannot be forwarded to the Department of Education without this form.

VERMONT TEACHERS, STUDENT TEACHERS and others who have been fingerprinted for a Vermont school district

To qualify to use this form you must meet both of the following conditions.

- You completed a "Request for Criminal Record Check" form and fingerprinting with a supervisory union, **and**
- There has not been a period of one year or more since the record check during which you have not worked for a Vermont school district or independent school.

YOU MAY USE THE ATTACHED FORM.

You must complete all 4 steps:

1. Complete this form.
2. Make a copy of your completed form.
3. Send the original completed form to the supervisory union that originally processed the criminal record check.
4. Enclose the copy of the completed form in your Application Packet.

ALL OTHERS

- If you never submitted a "Request for Criminal Record Check" form for employment in a Vermont school district, **or**
- Do not qualified under the continuous employment exemption (above conditions) **or**
- You have never had your fingerprints taken for a Vermont school district or independent school

YOU MAY NOT USE THE ATTACHED FORM

You must submit a Request for Criminal Record Check Form and a Fingerprint Authorization Certificate Form with your license application.



Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

**AUTHORIZATION TO RELEASE
CRIMINAL RECORD CHECK INFORMATION
TO THE VERMONT DEPARTMENT OF EDUCATION**

I, _____, Social Security # _____
(print name)

hereby authorize the Superintendent of the _____
Supervisory Union/District to release the results of the criminal background check that was
conducted for employment purposes to the Vermont Department of Education – Office of Educator
Licensing and Professional Standards for the purpose of processing my application for initial
educator licensure. I have read and understand the “Maintenance and Destruction Policy” below.

I understand that I am not required to release this information, but voluntarily agree to do so.

(Signature)

(Date)

Maintenance and Destruction Policy

1. The Vermont Department of Education will provide applicants with an “Authorization to Release Criminal Record Check Information to the Vermont Department of Education” form.
2. An applicant has the right to challenge the accuracy of the record by appealing to the Vermont Criminal Information Center at:
State of Vermont Department of Public Safety Vermont Criminal Information Center
103 South Main Street
Waterbury, VT 05671-2101
Phone: (802) 244-8727
3. The Department of Education will use criminal record information received from VCIC for the purpose intended by law and not disclose the contents of criminal record information without the applicant’s permission to any person other than the applicant and properly designated employees of the Department who have a documented need to know the contents of the record.
4. The Department of Education will maintain a confidential log of all criminal history requests for three years.
5. At the end of the retention period, logs and requests for records will be destroyed.
6. The Department of Education’s criminal history log and all records relating to requests for criminal records are available to the Vermont Criminal Information Center for audit at least once every two years.
7. Any request for criminal record information or dissemination of criminal history information which is inconsistent with VSA Title 16, Chapter 5, Subchapter 4 or VCIC regulations is a violation of state and federal law.